



# Human Resources Newsletter

## March 2004 News

### What's New, What's Hot

- The Headquarters HR Section was recently recognized by the Department of Civil Service for developing and implementing the following "best practices" at DOTD:
  - **Orientation Program for New Appointing Authorities** - As DOTD managers are newly-placed into positions having appointing authority status, the HR Office offers a special half-day program to formally introduce these individuals to the HR staff and orientate them to important HR programs. Participants are given a brief overview of the responsibilities and structure of the HR Section and are provided with useful information regarding whom they should consult with as specific HR-related needs/concerns arise. (Contact person: Susan Pellegrin, HR Assistant Director).
  - **Internal HR Review Program** - Headquarters HR reps systematically review the eleven Field HR Offices for the purpose of evaluating HR programs and ensuring compliance with CS rules and critical agency policies/practices. Additional benefits are increased uniformity on a statewide basis and improved communication between offices. Following a review, the Field Office is provided with feedback identifying practices of noteworthy excellence and/or formal recommendations as necessary. (Contact: Susan Pellegrin, HR Assistant Director).
  - **Interview Evaluation Service** - The HR Office provides an on-site service to interviewing supervisors by which supervisors/managers are evaluated on their interviewing skills and are provided with formal written feedback identifying good interviewing techniques/practices as well as areas needing special focus/improvement. Assistance is also available to interviewers in the development of position-specific structured interview questions/techniques and applicant rating criteria. (Contact: Stephanie Ortis, HR Manager).
- The HR Employee Relations Unit is scheduling on-site FMLA/Retirement workshops throughout the Department. Already scheduled for March are District 61 and Section 45. The announcement of additional upcoming workshops at other locations will be made soon.
- Effective March 1, 2004, the Department of Civil Service implemented QUEST (Quality Express Staffing). Civil Service Certificates will no longer be issued for jobs in the clerical family which includes typing positions. All of these positions will be posted on the Job Search Website and only applicants who apply directly to the vacancy posting will be considered. Any questions regarding QUEST, please contact Kay McRae, Human Resources Manager, at (225) 379-1288.

### Special Events

- March 3 - CS Commission Meeting
- March 9 - HQ New Employee Orientation
- March 15 - Career Day, McNeese University
- March 17 - SCHR
- March 18 - Employee Recognition HQ Committee Meeting
- March 24 - Job Shadow/Career Day (HQ DOTD)





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### HR Unit Updates

#### Personal Management Unit

- The new 6.5(g) Worksheet, E-2a Form (Louisiana Post Offer-of-Employment Medical Inquiry), and new TJAR Form (Transportation Job Applicant Reporting) have been added to the HR Downloadables. Additionally, we have added the Long-term and Short-terms Documentation Forms for reasonable suspicion.
- The Substance Abuse Manual for Supervisors has been recently revised and is available on HR web site.
- The Human Resources Section will host a Job Shadow/Career Day event Wednesday, March 24th at HQ DOTD for students in the 9th through 12th grades. Mentors will be paired with students interested in their careers.
- TUESDAY, MARCH 9, 2004, is the deadline to nominate any employee, manager or group for these categories:

**Employee of the Quarter** - \$500 cash award (All employees, except Managers and Supervisors)

**Manager of the Quarter** - \$500 cash award (All Managers and Supervisors)

**Best Team Effort** - \$1,000 cash award (Any Team) of the Quarter

Please submit nominations to HQ Human Resources Section - Room 300 Q or to District Employee Recognition Chairperson by the deadline.